

## OFFICE CLERICAL/RECEPTIONIST

The Lake County Building Inspection Department is accepting resumes for an Office Clerical position. Successful candidate will have experience working in a fast paced environment with excellent communication and office skills. Applicant must have ability to communicate clearly and concisely both orally and in writing with homeowners, contractors, architects and engineers. It is preferred the applicant has 5 years of increasingly responsible office experience involving public contact. Knowledge of Franklin Information Systems Building Permit Software is a plus. Responsibilities include permit and registration processing, maintaining legal documents, typing correspondence and filing, answering phone calls and assisting in scheduling inspections. Starting salary is \$14.00 per hour. Send resumes to Kelly Andino, Human Resources Admin., 105 Main Street, Painesville, OH 44077, or [kelly.andino@lakecountyohio.gov](mailto:kelly.andino@lakecountyohio.gov) by January 8, 2016. Please be sure to notate the position you are applying for.

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